

## **FREQUENTLY ASKED QUESTION # 2: HOW DO I FILE A CLAIM?**



### **REFERENCE: 20 CFR 10.100:**

- To claim benefits under the Federal Employees' Compensation Act (FECA), an employee who sustains a work-related injury must give notice of the injury in writing on Form CA-1, Form CA-2, or Form CA-2a, depending on the nature of the injury.
- Another person, including the employer, may give notice of injury on the employee's behalf.
- A notice of injury must be filed within three years of the injury.
  - If the claim is not filed within three years, compensation may still be allowed if notice of injury was given within 30 days or the employer had actual knowledge of the injury or death within 30 days after occurrence.
  - The Office of Workers' Compensation Programs (OWCP) may excuse failure to comply with the three-year time requirement because of truly exceptional circumstances (for example, being held prisoner of war).
  - The claimant may withdraw his or her claim (but not the notice of injury) by so requesting in writing to OWCP at any time before OWCP determines eligibility for benefits.
  - However, in cases of latent disability, the time for filing does not begin to run until the employee has a compensable disability and is aware, or reasonably should have been aware, of the causal relationship between the disability and the employment

### **ARC INSTRUCTIONS FOR FILING CLAIMS:**

1. [See CA-1 Instructions – Employee](#)
2. [See CA-2 Instructions – Employee](#)
3. [See CA-2a Instructions – Employee](#)

**Questions? Contact the ARC WC Specialist at (304) 480-8229  
or email questions to [WorkersComp@bpd.treas.gov](mailto:WorkersComp@bpd.treas.gov)**